

# GHANA JOURNAL OF SOCIOLOGY & ANTHROPOLOGY MANUSCRIPT SUBMISSION GUIDELINES TO AUTHORS

## **Aims and scope:**

*Ghana Journal of Sociology & Anthropology* welcomes and aims to publish original articles, review essays and book reviews on Ghanaian society, culture, and social dynamics. In particular, the journal offers a platform to publish research from Ghanaian scholars and those working on Ghana, focusing on sociological and anthropological perspectives grounded in local contexts. The Journal is intended for academics, students and individuals interested in Ghanaian sociology and anthropology from across the world. It promotes African perspectives and thinking on social phenomena. It is a journal on sociology and anthropology that is based in an African institution, the University of Ghana.

## **Open Access:**

*Ghana Journal of Sociology & Anthropology* is a Diamond Open Access journal publishing under the CC BY 4.0 license <https://creativecommons.org/licenses/by/4.0/>. There are no Author Publication Fees payable to submit or publish in this journal.

## **Submission Preparation Checklist:**

ScienceOpen, ORCID, and Submission Mechanics

*Ghana Journal of Sociology & Anthropology* is hosted by ScienceOpen, ensuring global visibility for all published works. To maximise accessibility, contributors must have an ORCID (Open Research and Contributor ID) and be registered on ScienceOpen. Those without these can obtain them quickly.

ORCID Number

All authors must have an ORCID number, a common requirement for modern research visibility. ORCID provides a persistent digital identifier linking researchers to their work. Registration is simple <https://orcid.org/register>. Alternatively, Pluto Press offers a video guide [https://www.youtube.com/watch?v=rSc\\_vc-wQaU](https://www.youtube.com/watch?v=rSc_vc-wQaU). It is easiest to obtain both an ORCID number and a ScienceOpen account before submission.

## **Submission Mechanics:**

If you already have an ORCID and a ScienceOpen account, skip to "Submit a Manuscript."  
Otherwise:

1. On the *Ghana Journal of Sociology & Anthropology* ScienceOpen homepage, <https://www.scienceopen.com/search#collection/fa91f2fa-b76d-429f-8545-0f26565bcf28> hover over "My ScienceOpen" and select "Register."
2. Follow the steps: Create an account, get an ORCID, link it, and verify your email.

## **Submit a Manuscript:**

1. Sign in at <https://www.scienceopen.com/search#collection/fa91f2fa-b76d-429f-8545-0f26565bcf28>
2. Click "Submit a manuscript" on the homepage.
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4. Provide the required details, including title, abstract (max 250 words), keywords (up to 10), and author order.
5. Select the appropriate "Article type" and corresponding author email.
6. Categorize your work under "Disciplines" and "Data availability."
7. Specify funder details if applicable.
8. Agree to author statements and submit.

## **Biographical Note (Upon Acceptance):**

Authors must submit a short biography (125-150 words for academic articles; 50-75 words for book reviews) including name, institution, and areas of interest. Links to additional work are optional.

Following acceptance, peer review and revisions, final manuscripts proceed to copyediting and typesetting.

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

## **Manuscript Guidelines:**

All submissions should be written in British English consistently. Authors are, thus, advised to edit their works prior to submissions to make the review process a smooth exercise.

Authors should submit manuscripts in word format document and justified. All texts should be in Times New Roman font size 12 and in 1.5 spacing throughout. Quotations exceeding 20 words should be double-indented consistently. Margins should be 1 inch (2.54 cm) on all sides. Page numbers should be written in the centre of the footer.

At the time of submission, the work should not have been submitted for similar consideration elsewhere.

Each author should submit word-formatted documents. The documents should have five main elements: title, abstract, keywords, main essay and references.

During the submission, authors should also supply in the online form the following: title of submission, name, institution affiliation, ORCID number, and active email address.

**Authors should use Chicago Manual Style in organising their footnotes and references consistently. Here are few examples:**

*End of article reference page with full citations in the following adapted Chicago Style:*

**If it is a BOOK:** Gyekye, Kwame. *Tradition and Modernity: Philosophical Reflections on the African Experience*. New York: Oxford University Press, 1997.

**If it is CHAPTER IN A BOOK:** Nukunya, G. "Kinship and Marriage among the Anlo Ewe"; In *Studies in Ghanaian Culture* edited by J. H. Nketia and K. A. Busia. Accra: Ghana Publishing Corporation, 1968.

**If it is an ARTICLE IN PRINT JOURNAL:** Opong, Christine. "A Note on Women's Productive Roles and Child Care in Ghana"; *Ghana Journal of Sociology* 6, no. 1 (1970): 56-63.

*Footnotes should be written continuously (at bottom of page); with full citation when cited for the first time and with brief relevant citation of author's last name and short title only when cited again. Here are the examples:*

1. Kwame Gyekye, *Tradition and Modernity: Philosophical Reflections on the African Experience* (New York: Oxford University Press, 1997), 24-25.
2. Gyekye, *Tradition and Modernity*, 26. (for subsequent footnotes)
3. Christine Opong, "A Note on Women's Productive Roles and Child Care in Ghana," *Ghana Journal of Sociology* 6, no. 1 (1970): 56-63.
4. Opong, C; *Women's Productive Roles*; 58.
5. Interview with a community elder, March 20, 2024, Nkawkaw.

For a detailed and complete description on organising footnotes and references see in Chicago Manual Style here: Notes and Bibliography Style  
[https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-1.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html)

## **Manuscript Length and Settings**

Abstract length should not exceed 200 words.

For book reviews, submissions should be between 1500 and 3000 words. If necessary, book reviews may include a very limited number of footnotes.

For essay reviews, the submissions should not be less than 3000 and not more than 4500 words long including footnotes.

For conventional articles, the submission should be not less than 6000 words and not more than 8000 words with footnotes and references.

Authors have a responsibility to sort out copyright issues for all materials used in their works and that originally do not belong to them. Such materials include images, maps and other forms of illustrations.

All illustrations used in the manuscripts regardless of whether they are tables, maps or images should be labelled as Figures and numbered in ascending order consistently.

Authors should not put their names, institutional affiliations, email addresses in the main documents that are uploaded in the submission system. In other words, the documents should hide author identity.

**Submissions may regrettably be denied or returned back to authors if the above guidelines are not adhered to.**

**All submissions undergo a rigorous evaluation process:**

### **Editorial Screening**

The Editor conducts an initial assessment to determine whether the manuscript meets basic requirements regarding scope, quality, and contribution to the field. Manuscripts that do not meet minimum standards may be desk rejected.

### **Editorial Board:**

**Editor-in-Chief:** Akousa Keseboa Darkwah, University of Ghana, Ghana; [adarkwah@ug.edu.gh](mailto:adarkwah@ug.edu.gh)

**Managing Editor:** Daniel Fiaveh, University of Cape Coast, Ghana; [dfiaveh@ucc.edu.gh](mailto:dfiaveh@ucc.edu.gh)

### **Peer Review Process**

#### **Peer Review:**

Articles will be first subject to a desk-review for journal suitability and clarity. A double-anonymous (commonly termed double-blind) review will be performed by at least two external reviewers. We will strive for an average time for review of 8 weeks from point of submission. Publication decisions will be made by the Editor-in-Chief and Managing Editor. Authors may appeal a decision of Reject once only. Any final decision will rest with the Editor-in-Chief and Managing Editor.

#### **Double-Blind Peer Review**

**Manuscripts that pass initial screening are sent to two external, independent reviewers for double-blind peer review. Reviewers evaluate:**

- Originality and significance of contribution
- Theoretical and conceptual rigor
- Methodological appropriateness and quality
- Quality of empirical evidence and analysis
- Clarity of argument and presentation
- Relevance to journal's scope and readership

## **Revision and Re-review**

Authors are expected to make revisions based on reviewer feedback. Revised manuscripts are returned to the original reviewers for approval before final acceptance for publication.

Based on reviews, the editor will issue one of the following decisions: Accept, Minor revisions, Major revisions and Reject

## **Final Submission and Publication**

Upon acceptance:

- Authors submit the final, revised manuscript incorporating all requested changes
- The editorial team conducts copy-editing and formatting
- Proofs are sent to the corresponding author for final corrections
- The article is prepared for online publication

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 Manuscripts found to contain significant plagiarism are rejected, and if plagiarism is discovered after publication, the journal may issue a correction or retraction and notify the authors' institution as appropriate. The editor is responsible for guiding the process and for publishing corrections, retractions or expressions of concern when appropriate. All authors will be informed and their consent (where possible) obtained before any changes are made. Appropriate measures will be taken, including possible retractions of articles, when cases of scholarly misconduct are detected.
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